

Subject: Re: SPHWF 2018 Renewal Assessment Data for LA County
From: Lorena Parker <lparker@sanpedrobid.com>
Date: 06/15/2017 09:33 AM
To: Rick Scott <rick.scott@lacity.org>

Rick,

I thought I didn't need to do that since this is a renewal year for us?

Let me know.

Kind regards,

Lorena Parker
Executive Director
San Pedro Property Owners' Alliance
**San Pedro Historic Waterfront
Business Improvement District**
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On Thu, Jun 15, 2017 at 7:36 AM, Rick Scott <rick.scott@lacity.org> wrote:

Lorena,

Please have your data person prepare and submit the BID's 2018 renewal assessment data to be placed on the County's Tax rolls:

The BID's property assessment database must be formatted according to the three-column format as shown on the attached sample using Microsoft Excel. Do not total the columns.

Government owned parcels (if any) are to be included on a separate sheet and same format in the same Excel file as non-government owned parcels.

Note that the database must be formatted as follows:

- **Have two digits to the right of the decimal**
- **All zero assessment parcels removed**
- **Agency account number is listed just once at the top of the sheet**
- **No totals**
- **No currency formatting**
- **No dashes in the parcels numbers**
- **No hidden rows or columns**

· **No formulas (only numbers and text)**

Please transmit the final database via email to the City Clerk Office's Technical Research Supervisor, Dennis Rader at Dennis.Rader@lacity.org.

If you have any questions, please contact Dennis Rader at [\(213\) 978-1120](tel:(213)978-1120).

Thank you.

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Rick Scott
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